CareerBuilder.com Job Aid

**Purpose:** The state of Iowa, Board of Regents schools have collaborated to establish a contract with CareerBuilder.com. CareerBuilder.com is an external employment web site which lists many different types of jobs. They have the largest online job site in the U.S. and they are the global leader in human capital solutions.

**Cost of Posting on CareerBuilder.com**

Enjoy unlimited edits and 1 month (30 day) of exposure to more than 24 million candidates for your listed job for $130.

**Positions that should be posted**

We do not envision that every job vacancy at ISU will be posted on CareerBuilder.com. We would expect it to be used when there has been past difficulty filling a vacancy or a job classification and/or the position is under-represented by women and/or minorities.

**How to post on the CareerBuilder Posting Portal:**

1. Enter the CareerBuilder-Iowa Board of Regents Posting Portal at [www.careerbuilder.com/iowaregents](http://www.careerbuilder.com/iowaregents)

2. Choose Products from the tab at the top of the portal
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3. Select your option, your P-Card will be required for purchase:
   a. 1 month job listing - Enjoy unlimited edits and 1 month of exposure to more than 24 million candidates for your listed job.
   b. 1 month resume database access – Reminder: applicants will still need to complete the online application in order to be considered for employment. Please contact UHR Talent Acquisition with best practices on how to use this feature.

4. Sign In or Register (If you are a returning user to the site, skip ahead to Step 8)
   a. Fill out completely as all future postings will reference this information
   b. Fill out information exactly as it appears on your P-Card - DO NOT use someone else’s P-card when purchasing because the system will only recognize your name & info
   c. Invoices will be sent to the email given here
   d. Invoices will appear with the billing & name given here
   e. Select the Continue to Next Step button

5. After selecting the “+Buy” option to purchase a 1-Month Job Listing @ the $130 rate
   a. Select the Checkout button

6. Enter Payment Information:
   a. Enter your departmental P-card information
      i. Remember: the invoice goes to the email of the P-card account holder
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7. Create a password and hit submit purchase

8. Once purchase is complete, you will receive a confirmation page with order #. Choose ‘Post a Job Now’ in order to create your job posting

9. First page will bring you 3 drop down boxes, you do not have to choose any other options

Post a Job on CareerBuilder

Select a Product

Select a Product:
Priority Job Listing (1 remaining) ▼

Select a Country for this Job:
United States ▼

Select a Template:
— No Template — ▼

Continue Cancel

10. Complete the Job Details section
   a. Job Title – Use the Working Title from your posting
   b. Company Name – Iowa State University
   c. Branding Type – Choose ‘None’
   d. Job Categories – select as many categories as necessary
   e. Industries – select the industry that best suits your needs

11. Detailed Job Location
   a. Can enter exact campus/extension address or just Ames, IA
   b. Relocation Expenses Covered – Select Not Specified
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12. Job Summary
   a. Copy and paste this directly from your job posting on www.iastatejobs.com
      i. To ensure all applicants receive the same information, please do not change any of the language you are adding on the job posting
   b. Remember to include the approved EO/AA tagline: “Iowa State University is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, or protected Veteran status and will not be discriminated against.”

13. Enter your Required AND Preferred qualifications
   a. This must include the classification required qualifications, any supplemental required qualifications, supplemental required certifications/licensures, and also preferred qualifications and/or preferred certifications/licensures

14. Enter Candidate Requirements
   a. Enter any desired skills (i.e. could be a KSA)
   b. Employee Type – chose the best option for your position
   c. Minimum/Maximum Experience – enter the best option for your position
   d. Degree Required - remember, if there is not a degree required for a position, you may not require it on the Careerbuilder.com site
   e. Travel Required – enter the best option for your position
   f. Manages Others – choose the best option for your position
      i. Yes, I would like candidates to confirm that they meet these requirements before applying – not necessary to check mark this box since we will not use screeners/supplemental questions within CareerBuilder
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15. Compensation – best practice is to not enter anything here since this is not information we post on our www.iastatejobs.com postings

16. Posting Options
   a. Auto-Renew this Job Posting – not necessary. After 30 days of being posted on Careerbuilder.com, best practice is to analyze whether or not this was the best place to advertise your position
   b. Auto-Response Letters – applicants will not be applying via CareerBuilder.com so this option is not necessary
   c. Client Tracking Codes – leave blank

17. Online Application Options
   a. Choose a Screener for this Job – Do not use. Screeners are supplemental questions within CareerBuilder. Since applicants will be directed back to our site, they do not need to answer additional questions here
   b. I want to allow job seekers to apply via:
      i. Careerbuilder – do not choose this option
      ii. My Website – choose this option and enter the quick link found on your posting
         
         Quick Link: http://www.iastatejobs.com/postings/22721
      c. Direct Contact – the name, phone number and fax number can be the departmental contact you have listed on your website for applicants to reach out to with questions

18. Review & Post – provides an overview of the job posting. The individual who created the account’s email address will show, however, that email address will not show to applicants. It is utilized for the invoicing of the position only
19. A pop-up window will show up once you hit “post job”. This is normal and you can proceed by hitting ‘Ok’.

20. Next will be an overview of your position. You may edit the posting at any time within the 30 days.
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Additional Information:
1. Managing Your Jobs
   a. After posting your position or cancelling out of the posting page, you are redirected back to the My Jobs page
   b. You can also get there by logging back into the CareerBuilder for Employers page (www.careerbuilder.com)
   c. A dashboard presents all current jobs, or you can see expired ones

2. Editing Your Posted Jobs
   a. Select any job’s title on the My Jobs page
   b. Choose the Edit link
   c. Choose the Continue button at the bottom of the page after all edits have been made

3. Questions can be sent to our representative directly:

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   CareerBuilder | Empowering Employment
   200 N. LaSalle Street, Chicago, IL 60601
   Direct: 773.527.6941
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